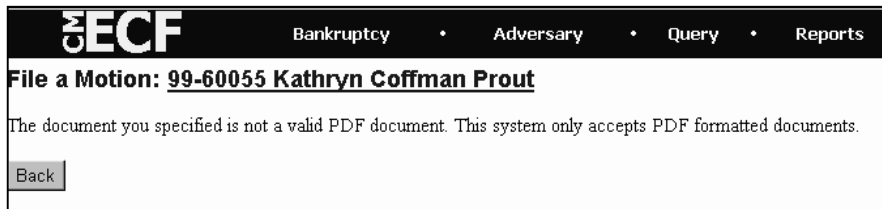# DOCUMENT PREPARATION

Format

Only PDF (Portable Document Format) documents may be filed using the court's electronic filing system. If you attempt to upload a non-pdf file, or submit a standard docket entry without a document, an error message appears.

Viewing a PDF File

➢ Open *Adobe Acrobat* program

➢ Select **File** from the menu bar, then select **Open**

➢ Click on the location and filename of the document to be viewed

➢ Use the scroll bars or the buttons on the tool bar to move through multi-page or large resolution documents

➢ Click on **View** from the menu bar for other viewing options of document

➢ Choose option that is most appropriate for the document

> **Be sure to view the document before accepting
> it to ensure it appears as intended.**

Converting a Document to PDF Format

Conversion of any word processing document to a Portable Document Format (PDF) is required before submission to the court's electronic filing system. To accomplish this you must have Acrobat PDFWriter software. The conversion process is relatively simple and can be accomplished in a few ways depending upon the word processing program you use. In the following pages, we will walk you through the basic steps of converting any file created by a Windows based program. In some instances, some of these steps may be eliminated depending on what software you are using and how your system has been configured.

Converting a Word Processing Document to PDF Format

**STEP 1**   Open the document to be converted.

STEP 2   Click on the *File* drop down menu to select the *Print* option. The print
              dialog box appears. Select the option to change the selected printer. A
              drop-down window menu with a list of printer choices is displayed.
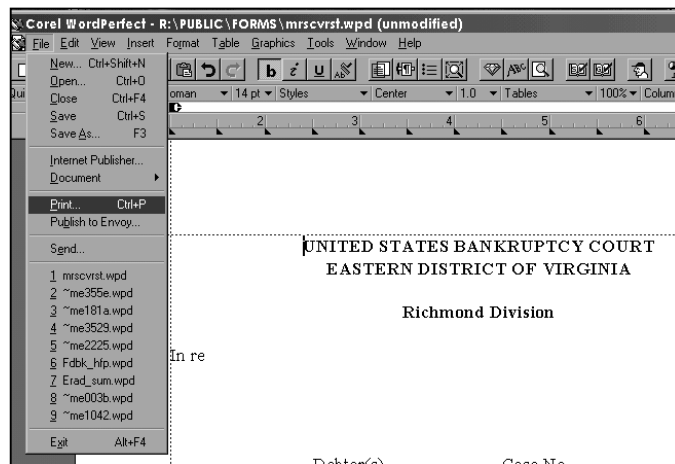
STEP 3   Select **Acrobat PDFWriter**.   Click on **Print** button in the dialog box.
              The file will not actually print out; instead the option to save the file as a
              PDF will appear.
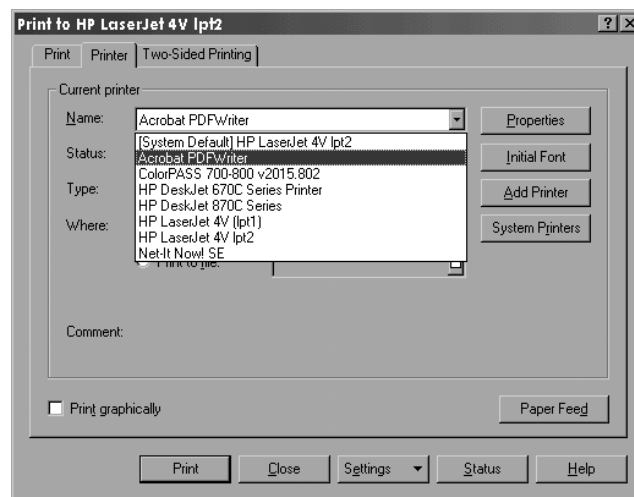
STEP 4   In the *Save PDF File As* dialog box, assign and type a file name, making sure that the *List Files of Type* window displays *PDF files(*.PDF*). Click on **OK** to save the file as a PDF document.
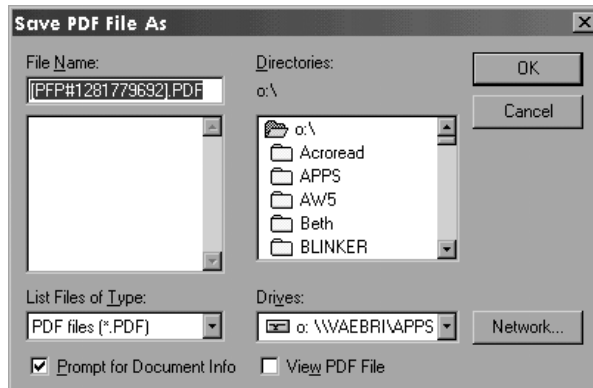
OPTIONAL FEATURE:

In the *Save PDF File As* dialog box (shown above) are two additional functions:

- **Edit Document Info**
  Located in the lower left corner of the dialog box allows you to edit your PDF document before you save it by opening the *Acrobat PDFWriter Document Information* dialog box.
- **View PDF File**
  A check box located in the right corner. When box is checked, the Acrobat document will open once you click on **SAVE**.

ADDITIONAL OPTIONS:

If using Word for Windows you may have the option to convert a document using additional methods:

- Click on **File;** select **Create Adobe PDF, [Print via PDFWriter]**. Then proceed as in Step 4 above; or

- Click Acrobat icon on toolbar (looks like Acrobat document). Follow instructions on subsequent screens.

## Imaging/Scanning a Document Using Adobe Acrobat

In the following steps, we will walk you through the basic steps of scanning and saving any document using Adobe Acrobat. In some instances, some of these steps may be eliminated or different depending on what scanning software you are using and how your system has been configured.

STEP 1   Open the Acrobat Exchange program, then click on the *File* drop down menu to select the **Import** option, then click on **Scan**.

> [*Note*: *If you are using Adobe Acrobat 3.0/3.1, click on the*
> *File drop down menu to select the Scan option.]*

STEP 2   At the next screen, select the type of document to be imaged. Depending on the scanning software one or more of the following options is available:

- Single-sided page [one page only]
- Single-sided stack [multiple pages]
- Double-sided page [one page only]
- Double-sided stack [multiple pages]
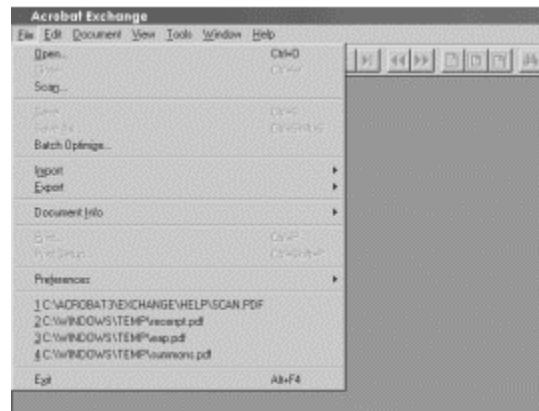
STEP 3 After selecting appropriate option click on **Scan**.
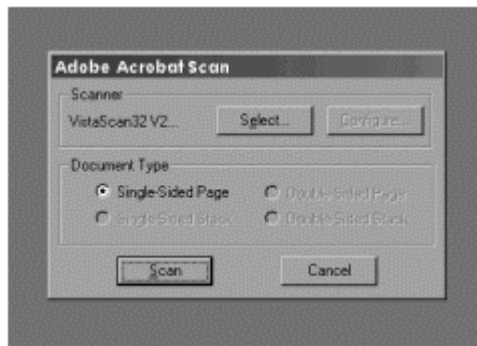
[*NOTE: If your scanning software allows only the option of scanning a single-sided page and you are scanning multiple pages or a double-sided page, follow instructions above for each page of the document. As long as the document is open in Exchange, each additional page will be added to the end of the document, i.e., do not save the document until all pages have been scanned.]*

STEP 4   A window appears for selection of desired scanning settings, also allowing you to preview the document to be scanned, click on **Preview**.
[*NOTE: resolution should be set at 200 dpi]*

- Once the proper settings have been selected, click on **Scan** to begin the scanning process.
- Once the scanning process is complete, the document is displayed on the screen. Verify that the document is correct.
- If the document displayed is not acceptable, [*i.e.* lopsided on the page, illegible] close it without saving it and begin the scanning process over again. If only a part of a multi-page document is unacceptable, the document may be saved and the unacceptable pages may be re-scanned and then replaced.
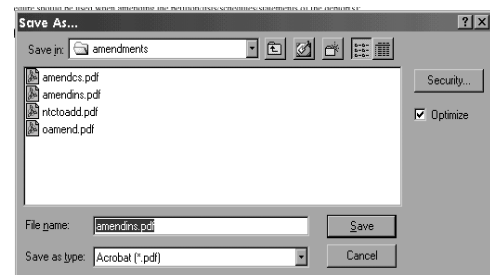
[*NOTE: For multiple page documents which must be scanned using the "single-sided page" option, each page will be displayed individually, before the next page is scanned, and should be verified individually]*.

STEP 5   After verification, save the document. Click on the *File* drop down menu to select the *Save As* option.
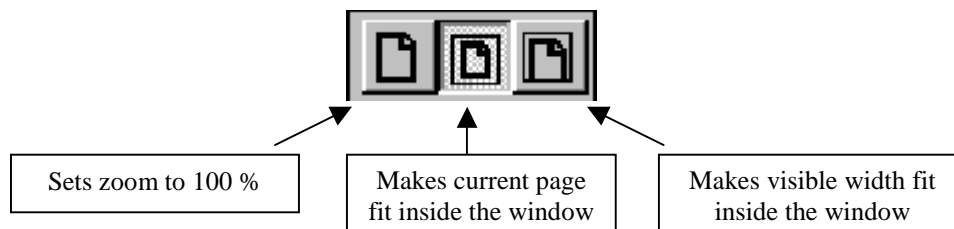
STEP 6   In the *Save As* dialog box, select the drive and folder in which you wish to save the document, in the *Save* window.

STEP 7   Assign a filename to the document in the *File name* window:
- Be sure the *Save as type* window shows *Acrobat (*.pdf)*
- Be sure the *"optimize"* box is checked.
- The imaged/scanned document can now be electronically filed.

NOTE: Adjust screen views for appropriate viewing of electronic documents:

Sets zoom to 100 %

Makes current page fit inside the window

Makes visible width fit inside the window

*For instructions on editing of pdf documents, for scanning tips and troubleshooting, see the **Online Guides** in the Help file of your Acrobat software.*